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ABSTRACT

This quarterly annotated bibliography lists current literature on educational and vocational guidance. It is divided into the following sections: (1) Occupational Information; (2) Educational, Vocational and Personal Guidance; (3) Guidance Administration and Procedures; (4) Student Aids; (5) Aids for the Teacher; (6) Guidance Material--Free or Inexpensive; (7) Adult Education and the Aging; (8) Handicapped and Rehabilitation Counseling; (9) The Counselor's Bookshelf; and (10) Periodicals in Guidance Related Fields. (Author)

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COUNSELOR'S INFORMATION SERVICE

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OCCUPATIONAL INFORMATION

Air Transportation. General Aviation Manufacturers Association, 1025 Connecticut Ave. NW, Suite 1215, Washington, DC 20036. 1976. 84 pp. Free (single copy to professional educators if request is on official school letterhead); $1.00 (all others). Career opportunities in various aspects of air transportation, including maintenance, ground operations, sales and service, flying, instructing, and aircraft manufacturing are considered. Work performed, where employed, qualifications needed, and where to write for more information are included.

Audiologists and Speech Pathologists in Veterans Administration Hospitals and Clinics. Veterans Administration, Department of Medicine and Surgery, Washington, DC 20420. 1976. 4 pp. Free (indicate VA pamphlet 1B-10-9 when ordering). Employment opportunities, training, salary, employee benefits, and qualifications needed are included in this pamphlet. Listing of VA hospitals and outpatient clinics is given.

Building Inspection as a Career. International Conference of Building Officials, 5360 S. Workman Mill Rd., Whittier, CA 90601. 1976. Un-numbered. Free. This booklet acquaints students with employment opportunities in the field of construction regulation. Personal qualities needed, career advancement, and employment opportunities are covered.

Career in Medical Records, A. American Medical Record Association, 875 N. Michigan Ave., Chicago, IL 60611. 1976. 2 pp. Free. Career opportunities as registered record administrators, accredited record technicians, and medical transcriptionists are outlined.

Career Index: An Annual Compilation, 1976-77. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 154 pp. $10.00. This index contains an annotated list of vocational and educational guidance materials available from approximately seven hundred public and private organizations, arranged in alphabetical order.

Careers for a Changing World: The Arts. New York Life Insurance Company, 51 Madison Ave., New York, NY 10010. 1976. 13 pp. Free (single copy); 10 cents per copy (minimum order of 10). Variety of career possibilities within the arts is explored. Careers in theater arts, dance, music, writing, and visual arts are discussed. An overview of the types of training which may be required and sources of further information are given.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

Careers for Engineers in the Minerals Industry. Society of Mining Engineers of AIME, P.O. Box 8800, 540 Arapeen Dr., Salt Lake City, UT 84108. 1976. 13 pp. Free (single copy). Booklet profiles career opportunities in minerals engineering and related occupations. Where the jobs are, how to begin training, and colleges and universities which offer programs in minerals engineering are included.

Careers for Young Jewish Adults in Israel. Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information on educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life, as well as hints on conducting a job search, is discussed.

Careers in Chemistry: Opportunities for Minorities. American Chemical Society, Project SEED, 1155 16th St. NW, Washington, DC 20036. 1976. Unnumbered. Free (single copy). Booklet offers information on careers in chemistry to minority high school and college students considering this field. Different career possibilities are examined. Educational requirements for various careers at all levels in this field are specified. Several profiles of minority chemists are also presented.

Careers in Chemistry Today. American Chemical Society, Department of Educational Activities, 1155 16th St. NW, Washington, DC 20036. 1976. 24 pp. Free (single copy). Overview of the profession, including where chemical professionals work and what they earn, is provided. Employment outlook through 1985 is given. Career possibilities for chemical professionals in industry, in government, in academic fields, and in non-traditional areas are considered.

Careers in City Management. (Revised). Laurence Rutter. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 16 pp. $1.50. Roles and duties of the city manager are highlighted. Personal and educational requirements, financial aids, internships, and in-service training are discussed. Opportunities for women and minority group members, remuneration, working conditions, professional organizations, and employment outlook are considered.

Careers in Community Relations Work. (Revised). Lynn Ianniello. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Careers concerned with social change and Jewish identity, including social planning, fund raising, research, community and public relations, and community service are described. Opportunities in Jewish agencies, job responsibilities, work settings and conditions, and personal and educational requirements are examined. Other topics explored include: financial aids, career training, securing a position, and professional affiliations.

Careers in Corporate Management. (Revised). Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. $1.50. Nature of work and fields of specialization including marketing, programming, research and development, finance, and administration are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, work locations, and travel, salary, advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed. Sources of information are included.

Careers in Jewish Community Organization. Charles Zibbell. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 20 pp. $1.00. Community workers involved in organizations concerned with social change and Jewish identity are represented. Specialities such as social planning, fund-raising, research, community and public relations, community service, and others are described. Opportunities available in Jewish agencies, activities, responsibilities, and personal and educational requirements are analyzed. Work setting and conditions including hours, earnings, and benefits are considered. Financial aids, career training, securing a position, advantages and disadvantages, and professional affiliations are explored. Additional sources of information are included.

Careers in Leadership: U.S. Service Academy Opportunities for Jewish and Other Minority Youth. Informa-

tion Offices of the U.S. Service Academies. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 18 pp. $1.50. This pamphlet presents an introduction to each service academy so that interested students may better understand available educational and career opportunities. Information on academic programs, summer training, athletic programs, religious life, and extracurricular activities is provided. Admission procedure, expenses, advantages and disadvantages of a military career, academy histories, civilian careers, and counseling are also considered. Sources of further information are included.

Careers in Metallurgical Engineering. Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy; indicate code EC-7OMET when ordering). Brochure presents overview of this career field, areas of concentration within field, and reasons for choosing careers in metallurgical engineering.

Careers in Psychology. Richard A. Kasschau, Margaret M. Johnson, and Nancy Felipe Russo. American Psychological Association, 1200 17th St. NW, Washington, DC 20036. 1976. 28 pp. Free (single copy). Booklet describes various careers in psychology, including teaching, research, and public service. Training and education needed, employment outlook, and additional sources of information are given.

Careers in the Medical Laboratory. (Revised). American Society of Clinical Pathologists, 2100 W. Harrison St., Chicago, IL 60612. 1976. 2 pp. Free. Profiles are given of career opportunities as laboratory assistants, laboratory technicians, medical technologists, blood bank technologists, cytotechnologists, histologic technicians, and nuclear medicine technologists.

Careers Unlimited in Air Conditioning and Refrigeration. American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc., 345 E. 47th St., New York, NY 10017. 1977. Un-numbered. Free (single copy; specify "Careers Unlimited" when ordering). Engineering and engineering technician opportunities in air conditioning and refrigeration are examined. Educational requirements and employment outlook are discussed.

Casualty Actuary, The. Casualty Actuarial Society, 200 E. 42nd St., New York, NY 10017. 1976. Un-numbered. Free (single copy). Booklet presents information on career opportunities for property-casualty actuaries. An overview of this career field, personal qualifications necessary, and employment outlook are included.

Civil Engineer, The. American Society of Civil Engineers, Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy). This leaflet gives information on civil engineering careers. It describes the responsibilities of a civil engineer and discusses the educational requirements needed to become a civil engineer.

Computer Service Technicians. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1977. 6 pp. $1.00. What individuals in this career field do, personal and educational requirements, where employed, expected earnings, and employment outlook are detailed. Entry methods, advancement opportunities, related occupations, and sources of additional information are included.

Drafting as a Career. (Revised). American Institute for Design and Drafting, 3119 Price Rd., Bartlesville, OK 74003. 1977. Un-numbered. Free (single copy; include self-addressed, stamped envelope). Pamphlet presents an overview of what draftsmen do, how to become a draftsman, who employs draftsmen, and what the employment opportunities for draftsmen are and will be. Results of a recent salary survey of draftsmen are included. Separate listing presents names and locations of accredited design-drafting courses.

Engineering Careers in the Mining and Minerals Industry. Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy; indicate code EC-70MinE when ordering). Career opportunities as mining geologists, mining engineers, mineral processing engineers, and coal mining engineers are presented. Occupational outlook and work environments are discussed.

Futures Unlimited: The Electronics Service Technician. Consumer Electronics Group, Electronic In-

dustries Association, 2001 I St. NW, Washington, DC 20006. 1976. Un-numbered. Free. Pamphlet considers growth of the electronics industry and presents a profile of careers in electronic servicing. Preparation necessary for this career and whom to contact for more information are included.

Guidance Counselors. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1977. 4 pp. $1.00. Work performed, working conditions, hours and earnings, personal and educational requirements, and employment outlook are discussed. A listing of books and pamphlets on this career field is included for those desiring more information.

Mortuary Operation as a Career. Charles H. Nichols. National Foundation of Funeral Service, 1600-1628 Central St., Evanston, Il 60201. 1976. 52 pp. Free (single copy to guidance counselors and authorized individual students; include 25 cents for postage); $1.00 (additional copies and copies to all others). Monograph considers history and importance of this vocation. Types of jobs available today in mortuary operation and duties entailed in each job area are outlined. Advantages, disadvantages, and qualifications needed are included.

Nurse Careers in the Veterans Administration. Veterans Administration Central Office (054E), Recruitment Division, 810 Vermont Ave. NW, Washington, DC 20420. 1976. 23 pp. Free (single copy). Career opportunities are detailed. Educational requirements, qualifications for employment, application procedures, employee benefits, and where employed are included.

Overseas Employment Opportunities for Educators. U.S. Department of Defense, Overseas Dependents Schools, 2461 Eisenhower Ave., Alexandria, VA 22331. 1976. 12 pp. Free. This announcement covers opportunities with overseas dependents schools in the Atlantic, European, and Pacific regions. Qualifications needed, application procedures, application forms, and conditions of employment are included.

Opportunities in Advertising Careers. Harry C. Groome Jr. Vocational Guidance Manuals, Data Courier, Inc., 620 S. 5th St., Louisville, KY 40202. 1976. 126 pp. $2.45 (paper). Development and importance of advertising, career possibilities in advertising, educational preparation, personal qualities for success in advertising, and how to get started in this career field are detailed. Appendices list recommended reading, colleges offering courses in advertising, and professional associations.

Opportunities in Office Occupations. (Fourth Edition). Estelle L. Popham and Blanche Ettinger. Vocational Guidance Manuals, Data Courier, Inc., 620 S. 5th St., Louisville, KY 40202. 1976. 160 pp. $2.95 (paper). Career opportunities for office workers, including those employed in word processing, data processing, and records management, are considered. Educational preparation needed, employment trends, and earning prospects are included. Appendix lists recommended reading.

Planning for a Dental Hygiene Career. American Dental Hygienists' Association, 211 E. Chicago Ave., Chicago, IL 60611. 1976. 2 pp. Free. Educational requirements for dental hygiene practice are detailed. Information on high school preparation, college preparation, and graduate school preparation is included. Use and availability of dental hygiene aptitude test is discussed.

Rabbis. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Congregational and noncongregational work conducted by rabbis, working conditions, earnings, personal and educational requirements, employment outlook, and related occupations are detailed. Where to write for more information is included.

Your Career As a Medical Record Technician. American Medical Record Association, 875 N. Michigan Ave., Chicago, IL 60611. 1976. Un-numbered. Free. What an accredited record technician does, type of training needed to become one, and employment outlook and earnings of those engaged in this career field are given. Pamphlet lists sources of further information.

Your Career Opportunity As a Professional Worker in the Jewish Community Center and YM-YWHA. National Jewish Welfare Board, Personnel Services, 15 E. 26th St., New York, NY 10010. 1976. 8 pp. Free.

Pamphlet provides overview of this career field, qualifications needed, employment outlook, working conditions, and whom to contact for more information.

Your Future in Salesmanship and Sales Management. A. W. Elzerman. Arco-Rosen Career Guidance Series, Arco Publishing Company, Inc., 219 Park Ave. S., New York, NY 10003. 1976. 111 pp. $1.95. Advantages and disadvantages of careers in sales and sales management, personal qualifications needed, income to expect, and career advancement are covered. Women in sales and lists of organizations of salesmen and sales managers are included.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

American Chemical Society List of Approved Schools, 1977. American Chemical Society, Department of Educational Activities, 1155 16th St. NW, Washington, DC 20036. 1977. 8 pp. Free (single copy). List includes names and locations of schools offering approved undergraduate programs in chemistry. Approval by the society indicates that a school has the facilities, faculty, and curricular offerings necessary to provide professional undergraduate education in chemistry.

Before It's Too Late: What to Do When Someone You Know Attempts Suicide. Jan Fawcett. American Association of Suicidology, P.O. Box 1, Gwynedd, PA 19436. 1976. Un-numbered. Free. Author presents a consideration of suicide and its causes. Listings of danger signals to be aware of and agencies which provide help for suicidal individuals are included.

Boarding Schools. Boarding Schools, 4 Liberty Sq., Boston, MA 02109. 1977. 52 pp. Free. This booklet contains information on boarding schools, including brief descriptions of 139 boarding schools. It also includes information on financial aid policies and the admission process.

Career Game, The. Charles Guy Moore. National Institute of Career Planning, 521 5th Ave., New York, NY 10017. 1976. 264 pp. $10.00. Author explains the career game, from making realistic decisions about one's career goals to landing a desired position in a chosen field. Text is written primarily for college students who are attempting to assess their future career roles and opportunities.

Chemical Technology Programs. American Chemical Society, Department of Educational Activities, 1155 16th St. NW, Washington, DC 20036. 1976. 6 pp. Free (single copy). Schools which offer two-year, post-secondary programs in chemical technology are listed alphabetically by state. Name and location of each school is included.

College Guide for Buffalo Jewish Youth. Paul Feldman, Brian Goldblatt, Ellen Rosen, Sheryl Rosen, Mimi Schaer and Steven R. Rush (Compls.). B'nai B'rith-JFS Group Guidance Program, 609 Sidway Bldg., 775 Main St., Buffalo, NY 14203. 1974. 51 pp. $1.00. This guide provides college-bound students and their parents with information about Jewish life and educational resources on 58 college and university campuses chosen most by Buffalo area students. Each listing furnishes mailing address and information on total enrollment, Jewish enrollment, Jewish campus organizations, Jewish studies, and study in Israel. Availability of kosher food, area synagogues, local Jewish community centers, and mailing address of campus Hillel or other Jewish organizations are detailed.

College Questions: Preparing Jewish and Other Minority Parents and Youth. S. Norman Feingold, Joel H. Goldberg, Patricia Houtz, and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 22 pp. $2.00. *College Questions* provides answers to questions often asked by parents and students about college life. Questions concerning living quarters, the pass-fail grading system, "campus morality," the drug scene, counseling, and health facilities are considered. Coed dormitory living, changing values, living expenses, establishing friendships, maintaining religious identity, and other concerns are also discussed. This pamphlet may be used by counselors, teachers, administrators, community groups, churches, synagogues, and libraries as well as parents and youth.

Comparative Guide to Two-Year Colleges and Career Programs. James Cass and Max Birnbaum. Harper

and Row Publishers, Inc., 10 E. 53rd St., New York, NY 10022. 1976. 549 pp. $6.95 (paper). This volume briefly describes 1,740 institutions, their size, educational objectives, facilities, programs, and costs. It also gives religious affiliation of all church-related institutions. The student is provided with a comprehensive listing of two hundred fields of study with institutions offering each field of study arranged in alphabetical order by state.

Degree Output in the South, 1973-74. E. F. Schietinger. Southern Regional Education Board, 130 6th St. NW, Atlanta, GA 30313. 1976. 235 pp. $5.00. This book presents statistical information in tabular form, on degree output in the South. Data presented in the book cover the following areas: doctoral degrees by program; doctoral and first professional degree awards by field; changes in number of degrees being awarded by level and field; degrees awarded by field and sex; and number of degrees, distribution by sex, and by public and private institutions for academic year 1973-74 for each state in the South.

Dialogue on Diversity: A New Agenda for American Women. Barbara Peters and Victoria Samuels (Eds.). Institute on Pluralism and Group Identity, American Jewish Committee, 165 E. 56th St., New York, NY 10022. 1976. 88 pp. $1.95. This collection of essays reflects the diversity of women who are active in the American Women's Movement. Essays address special concerns and needs of Southern women, black women, Catholic women, Jewish women, and trade union women. Authors discuss the present and future impact of the Women's Movement on these various populations.

Directory of Accredited Institutions 1976-77. Accrediting Commission of the Association of Independent Colleges and Schools, 1730 M St. NW, Suite 401, Washington, DC 20036. 1976. 24 pp. Free. Institutions which train students on a post-secondary level primarily for business careers, have at least one residence program of instruction of not less than one academic year in length, and have been established for at least two years are listed. Listings are alphabetical by state and include name, address, phone number, and program administrator for each school.

Education for a Journalism Career. American Council on Education for Journalism, School of Journalism, University of Missouri, Columbia, MO 65201. 1976. 23 pp. Free. Discussion of standards for accreditation is given. List of accredited programs provides name of school, address, contact person, and phone number for programs throughout the U.S.

Essential Aspects of Career Planning and Development. (Second Edition). J. C. Atherton and Anthony Mumphrey. Interstate Printers and Publishers, Inc., 19-27 N. Jackson St., Danville, IL 61832. 1977. 369 pp. $9.75. Information on the world of work, career selection and development, securing employment, and increasing job competency is presented to aid secondary school students, college students, counselors, and administrators. Determining one's aptitudes and interests, locating job opportunities, applying for positions, establishing job security, and moving up the career ladder are discussed.

Facts about New England Colleges, Universities and Institutes, 1976-77. (Fifteenth Edition). New England Board of Higher Education, 40 Grove St., Wellesley, MA 02181. 1976. 36 pp. $2.00. Information on over 250 institutions of higher learning located in New England is presented. Accreditation, type of student body, level of highest program offered, types of programs offered, summer sessions, tuition and fees, application fees and deadlines, and enrollment are given for each institution included.

Federal Education Program Guide: A Directory of Education Programs and Administrators, Fall 1976. James Fauntleroy (Ed.). Education Resources Division, Capitol Publications, Inc., 2430 Pennsylvania Ave. NW, Washington, DC 20037. 1976. 420 pp. $25.00. Federal program administrators, their titles, phone numbers, and addresses are listed in the first section of this guide. Federal program descriptions, including application and award process, objectives, and accomplishments, are provided in the second section. Final section of guide presents alphabetical eligibility index.

Free University Bibliography. Free University Network, 615 Fairchild Terrace. Manhattan, KS 66502. 1976. Un-numbered. $1.00. Publication lists directories, books, periodicals, and articles published since 1965 on free universities and experimental colleges.

Guide to Reference Books. (Ninth Edition). Eugene P. Sheehy, Rita G. Keckeissen, and Eileen McIlvaine. American Library Association, 50 E. Huron St., Chicago, IL 60611. 1976. 1015 pp. $30.00. Reference materials are divided into five major areas with subdivisions classified first by subject and then by form. Five areas included are: general reference, humanities, social sciences, history and area studies, and pure and applied sciences. Listings contain all publications recommended for the large general reference collection.

Guide to the Advanced Placement Program, A. College Entrance Examination Board, College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1976. 28 pp. Free. Booklet gives information regarding Advanced Placement Program, what it is, who operates it, what are the purposes and nature of the examinations, and how they are graded and reported. How a local program begins, selection of students, organizing and staffing the courses, administering the examinations, and the dates of the examinations are included.

Health: A Multimedia Source Guide. Joan Ash and Michael Stevenson. R. R. Bowker Company, 1180 Ave. of the Americas, New York, NY 10036. 1976. 185 pp. $16.00. This book is intended to serve librarians, health professionals, and laymen. It is an annotated guide to organizations which deal with health-related matters. Listings include associations, societies, and foundations, audiovisual producers and distributors, book dealers, government agencies, pharmaceutical companies, publishers, and research institutes.

How to Get the Job You Want: A Guide to Resumes, Interviews, and Job-Hunting Strategy. Melvin W. Donaho and John L. Meyer. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 181 pp. $3.45 (paper). Designed as a guide to resumes, interviews, and job hunting strategy, this text seeks to encourage thoughtful planning and preparation as stepping stones to a desired position. The content centers on the careful preparation of letters of application, the writing of professional resumes, and the preparation and follow-up stages of the employment interview.

How to Strengthen Your Marriage and Family. (Revised). G. Hugh Allred. Brigham Young University Press, Provo, UT 84602. 1976. 398 pp. $6.95. Author presents case studies of parent-child and husband-wife relationships in order to illustrate problems in families. Suggestions are given for improving these relationships. A communication training program for families is outlined.

I Count—You Count: The "Do It Ourselves" Marriage Counseling and Enrichment Book. George Calden. Argus Communications, 7440 Natchez Ave., Niles, IL 60648. 1976. 207 pp. $3.95. Author presents eight programmed sessions which couples may conduct themselves. Sessions are intended to help partners appreciate each other and understand and respond to one another. Text also may be used by counselors conducting marriage enrichment programs.

Information for Applicants to Schools and Colleges of Optometry, Fall 1977. American Optometric Association and Association of Schools and Colleges of Optometry. Available from: American Optometric Association, 7000 Chippewa St., St. Louis, MO 63119. 1976. 48 pp. Free. Pamphlet presents information about careers in optometry, including what optometrists do, employment outlook, and educational and personal requirements. Academic requirements for admission to schools and colleges of optometry are surveyed. Listing of schools provides name, address, phone, admissions officer, and application, selection, and acceptance procedures.

It's Up To You: Developing Assertive Social Skills. Ellen Gambrill and Cheryl Richey. Les Femmes Publishing, 231 Adrian Rd., Millbrae, CA 94030. 1976. 168 pp. $4.95. This is a basic handbook for developing assertive techniques to facilitate more frequent and more enjoyable social contacts. It deals with situations calling for positive assertion, such as initiating contacts and arranging future meetings. Authors have provided guidelines and exercises to help individuals assess their progress.

Jobseeker's Guide to the Library, A. Personnel Services Organization, P.O. Box 27208, Tempe, AZ 85282. 1976. 6 pp. Free. Pamphlet gives suggestions for locating employment information in public libraries.

Marriage in Trouble: A Time of Decision. Eleanor C. Haspel. Nelson-Hall Publishers, 325 W. Jackson

Blvd., Chicago, IL 60606. 1976. 181 pp. $8.95. This "how-to" guide for troubled relationships deals with assessing, working on, and even ending marriage.

Meeting the Challenge: Experimental and Innovative Colleges and Universities. S. Norman Feingold, Anne E. Garrett, and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. $2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Also included in each listing is information pertaining to accreditation, affiliation, environmental surroundings, composition of student body, and enrollment figures. Academic calendar, grading system, and degrees offered, as well as tuition costs, and types of housing facilities, are considered. Details pertaining to programs and facilities are included where possible. Special section on visiting experimental and innovative schools is also included.

National Trade and Professional Associations of the United States and Canada and Labor Unions, 1977. (Twelfth Edition). Craig Colgate Jr. and Mattie Ellen Gustafson (Eds.). Columbia Books, Inc., Publishers, 734 15th St. NW, Washington, DC 20005. 1977. 378 pp. $25.00 (plus $1.25 DC tax). Directory lists over 5,000 associations in the U.S. and Canada. Separate indexes list associations by name, key word, geographical location, budget, and executive officers. Included for each association entry are address, date established, principle executive, number of members, annual budget, publications, annual meeting, and historical data.

1977 Summer Employment Directory of the United States. (Twenty-sixth Edition). Mynena A. Leith. National Directory Service, Inc., 252 Ludlow Ave., Cincinnati, OH 45220. 1976. 208 pp. $7.95. This directory gives information on 90,000 summer jobs for 1977 available in the United States. Jobs are listed by states and are arranged in alphabetical order.

1976 Survey Report: Starting Salaries and Employment Status of Chemistry and Chemical Engineering Graduates. American Chemical Society, Office of Manpower Studies, Special Issues Sales, 1155 16th St. NW, Washington, DC 20036. 1976. 40 pp. $3.00. Salaries and occupational status of students who majored in chemistry and chemical engineering and who graduated during the 1975-76 academic year are presented in chart form. The survey covers the three degree levels of bachelor's, master's, and P. D., and provides information on major employer categories, graduate study plans, women and minority participation, and citizenship status.

Occupational Therapy Educational Programs. American Occupational Therapy Association, Inc., 6000 Executive Blvd., Rockville, MD 20852. 1976. 4 pp. Free (single copy). Schools offering accredited programs in occupational therapy are listed by state. Listings include type of program offered, address of school, and contact person at each institution.

One Better: A Guide to Self-Improvement. William Francis McElroy Jr. Exposition Press, Inc., 900 S. Oyster Bay Rd., Hicksville, NY 11801. 1977. 77 pp. $5.00. Author offers suggestions for personal development. He demonstrates that factors such as religion, hobbies, and relaxation play their part in the maintenance of good health and appearance. The book is a stimulus to start an individual on the road to self-evaluation and to personal betterment.

Programs for Medical Record Technicians. American Medical Record Association, 875 N. Michigan Ave., Suite 1850, John Hancock Center, Chicago, IL 60611. 1976. 2 pp. Free (single copy). Accredited programs are listed by state. Name of school, location, program director, entrance requirements, length of program, tuition, and when classes begin are included.

Real Estate License Preparation Course for the Uniform Examinations for Salespersons and Brokers. Jack C. Estes and John Kokus Jr. McGraw-Hill Book Company, Inc., 1221 Ave. of the Americas, New York, NY 10020. 1976. 246 pp. $12.95. This book presents step-by-step guidance needed to prepare for the Uniform Examinations, explains the examination, and gives suggestions on how to take the test. Authors also offer detailed information on legal issues, land descriptions, insurance, appraisal, real estate math, financing, listings and agreements, and landlord-tenant relations.

Straight Talk to Parents: How You Can Help Your Child Get the Best Out of School. Mary Susan Miller and Samm Sinclair Baker. Stein and Day/Publishers, Scarborough House, Briarcliff Manor, NY 10510. 1976. 226 pp. $8.95. Designed to help parents in their attempt to guide their children's education, this book gives practical advice, including how to keep homework time from becoming the parent's time also, how to handle the "bad teacher" situation, how to evaluate the results of IQ tests, how to keep sibling rivalry from affecting your child's classroom performance, and how to prevent "dropping out" through drugs, drinking, and sexual promiscuity.

Talking With a Child. James D. White. Macmillan Publishing Company, Inc., 866 3rd Ave., New York, NY 10022. 1976. 276 pp. $8.95. Author discusses importance of talking with children. Anecdotes, explanations, examples, and suggestions are presented which illustrate and guide parents and other adults interested in helping children develop a clear, confident command of language.

Tests of General Educational Development (GED): Brochure of Information for Candidates. General Educational Development Testing Service, American Council on Education, 1 Dupont Cir. NW, Washington, DC 20036. 1976. 47 pp. $2.00. Brochure presents background information on GED Testing Program for high school equivalency, describes the five tests in the battery, and presents sample questions for each test area. Names and addresses of state test administrators and minimum scores required by each state are included.

Till Death Do Us Part Or Something Else Comes Up. Zane Alexander. Westminster Press, Witherspoon Bldg., Philadelphia, PA 19107. 1976. 127 pp. $4.50. Author analyzes the structure of the institution of marriage. His case stories mirror many of the problems of American marriage. Practical recommendations that will help to improve married life and enable the institution of marriage to survive are given.

University Programs in Israel, 1977-78. Council for Advancement of Study Programs at Israeli Universities, 515 Park Ave., New York, NY 10022. 1976. 28 pp. Free. This brochure presents summaries of programs available to American and Canadian students at seven Israeli institutions of higher learning. Where to write for further information on each program is included.

What Are Little Girls Made Of? The Roots of Feminine Stereotypes. Elena Gianini Belotti. Shocken Books, Inc., 200 Madison Ave., New York, NY 10016. 1976. 158 pp. $7.95. Author shows how sexual stereotyping starts even from the day of conception. She brings out clearly the way the behavior of a girl or a boy is determined by the different expectations and demands made by the family, school, friends, and society at large.

What is Cooperative Education? Cooperative Education Association, Drexel University, Philadelphia, PA 19104. 1976. Un-numbered. 15 cents. Booklet explains what cooperative education is and how it benefits students. Colleges and universities offering cooperative education programs are listed.

Why Women Work. (Revised). U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, DC 20210. 1976. 3 pp. Free. Reasons women work are presented. Statistics are presented in four categories of women workers: women heads of families, mothers with husbands present, women whose husbands are unemployed or unable to work, and women whose husbands are employed in low-wage occupations.

Your Future: Public, Private and Correspondence Schools Offering Consumer Electronics Servicing Courses. Consumer Electronics Group, Electronic Industries Association, 2001 I St. NW, Washington, DC 20006. 1976. 33 pp. Free. Names and addresses of schools offering courses are listed alphabetically by state.

GUIDANCE ADMINISTRATION AND PROCEDURES

Accreditation for Personnel Administration and Industrial Relations Professionals. American Society for Personnel Administration, Accreditation Institute, P.O. Box F, Berea, OH 44017. 1976. 17 pp. Free. Benefits of accreditation, types of accreditation, an explanation of the accreditation exam, and

sample test items are given. Procedures to follow for those interested in becoming accredited are outlined.

Career Education: An Undergirding for Career Counselling. S. Norman Feingold. A reprint from: *The School Guidance Worker*, Vol. 31, No. 5, May/June 1976, pp. 37-41. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 7 pp. $1.00. Current developments in career education and new curricular trends, including merging the worlds of school and work, use of adult career advisors and resource personnel, and use of career cluster concept are discussed. Descriptions of various innovative career education programs, sources of further information about these programs, and possible long-range trends in career education are included.

Career Education: Status and Needed Improvements. U.S. General Accounting Office, Distribution Section, Rm. 4522, 441 G St. NW, Washington, DC 20548. 1976. 28 pp. Free (single copy). Report presents status of and needed improvements in career education programs sponsored by the Office of Education and the National Institute of Education.

Career Guidance: Roles for Action. Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Direction and emphases career guidance concepts should take are considered. Responsibilities of guidance counselors within the framework of career education are discussed. Career development concepts are examined at the elementary through secondary school levels with discussion of techniques developed by various authorities in career guidance. "Roles for action" that counselors may take in order to be better prepared for more effective utilization of skills and knowledge are delineated.

Careers in Organizations: Individual Planning and Organizational Development. Lee Dyer (Ed.). New York State School of Industrial and Labor Relations, Publications Division, Cornell University, Box 1000, Ithaca, NY 14853. 1976. 59 pp. $3.25. Career development of employees within organizational structures is examined. Ways in which organizations do and could plan for and promote employee advancement are considered. Related articles, books, and dissertations are listed throughout.

Changing Practices in Undergraduate Education: A Report for the Carnegie Council on Policy Studies in Higher Education. Robert Blackburn, et al. Carnegie Council on Policy Studies in Higher Education, 2150 Shattuck Ave., Berkeley, CA 94704. 1976. 56 pp. $4.00. This study is concerned with the content of undergraduate curriculums, how this content has changed, and what curriculums will be like in the future. The authors found that there is no single pattern in curriculum content, that there have been numerous changes during the past ten years, and that future curriculums may well emphasize specialization.

Confrontations With Youth: A Critical Review of Process and Papers from Ohio's Youth Flight Conference. Rocco D'Angelo (Ed.). Ohio State University Press, Publications Sales, 2070 Neil Ave., Ohio State University, Columbus, OH 43210. 1976. 308 pp. $6.95. Process and proceedings of conference which dealt with juvenile justice, youths in school, youth values and beliefs, voluntary action, and family life education are presented. Causes, treatments, and recent program developments in service to runaway youths are included.

Crisis Intervention and Counseling by Telephone. David Lester and Gene W. Brockopp (Eds.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 322 pp. $11.95. Collection of articles presents ways in which telephone counseling and crisis intervention have been utilized by various agencies, ways in which telephone counseling differs from other modes of counseling, and problems involved in telephone counseling. Possible solutions to these problems, the selection and training of telephone counselors, and evaluation of the effectiveness of services offered are considered.

Critical Incidents in School Administration: A Problems Approach to Educational Management for Teachers and Administrators. Robert C. Mills, Alan F. Quick, and Michael P. Wolfe. Pendell Publishing Company, P.O. Box 1666, 1700 James Savage Rd., Midland, MI 48640. 1976. 148 pp. $8.95. Authors have compiled typical incidents which may occur in areas of school administration, faculty-staff relations, community relations, collective bargaining, and others. Each incident presented is followed by

questions to stimulate thought and suggest solutions to administrative and teaching problems.

Critical Issues in Career Guidance. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Issues confronting and challenging career guidance counselors are examined. Question of whether counselors are facing a crisis of identity is explored. Requirements for satisfactory fulfillment of counselors' roles are considered. Functions of a professional association in order to effectively represent its membership are delineated.

Current Issues in Social Policy. W. Boyd Littrell and Gideon Sjoberg (Eds.). Sage Publications, Inc., 275 S. Beverly Dr., Beverly Hills, CA 90212. 1976. 248 pp. $6.95 (paper). Collection of research articles deals with topics of health services and mental health, illegal immigration and the labor force, energy policy and the environment, and crime.

Current Status and Opinionnaire of ACES Members Concerning Licensure Requirements. M. R. Carroll and F. G. Halligan. Fairfield University. Available from: M. R. Carroll, Fairfield University, Fairfield, CT 06430. 1976. Un-numbered. $1.00. Five-part report presents findings of survey of Association of Counselor Education and Supervision members. Survey dealt with members' opinions regarding licensure of counselors.

Cutting Costs: Successful Ways to Reduce School Expenditures. Education U.S.A. Special Report, National School Public Relations Association, 1801 N. Moore St., Arlington, VA 22209. 1977. 64 pp. $6.75. How to decrease school costs while maintaining quality education is the subject of this publication. Suggestions for conserving funds in many areas, including energy use, employee benefits, staff utilization, and building use, are detailed.

Education and Work: A Congressional Perspective. Albert H. Quie. Center for Vocational Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210. 1976. 8 pp. $1.00. Publication contains the text of an address delivered at the Second Career Education National Forum in 1976. Speech discusses ways in which school personnel can prepare today's students for tomorrow's career opportunities and prepare older students for career and job opportunities.

Evaluating Student Learning/Baccalaureate Programs and the Community College Transfer Student. Edward J. Mullen. Council on Social Work Education, 345 E. 46th St., New York, NY 10017. 1976. 40 pp. $2.50. Report presents findings of survey of administrators of social work baccalaureate programs regarding integration of two- and four-year programs. Implications of findings for administrators of social work education programs are discussed.

Evaluation Research in Education: Theory, Principles, and Practice. William W. Cooley and Paul R. Lohnes. Irvington Publishers, Inc. Distributed by: Halsted Press, John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1976. 368 pp. $16.50. Determining how and what to evaluate in educational systems is the subject of this book. Examples of evaluative inquiry used in various educational programs are given.

Executive and Management Development for Business and Government: A Guide to Information Sources. Agnes O. Hanson (Ed.). Management Information Guide Series, No. 31. Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 357 pp. $14.50. Sources of information which contribute to the flexibility and adaptibility of those in management positions are arranged in fourteen subject areas. Subject areas include: human resource planning, management, and accounting; management by objectives and results; management education; and management development. Source listings give full bibliographical information and a short description of contents.

Fair and Certain Punishment: Report of the Twentieth Century Fund Task Force on Criminal Sentencing and Background Paper. Twentieth Century Fund and Alan M. Dershowitz. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1976. 142 pp. $8.95. Report presents a plan for reforming the sentencing system that now prevails in both federal and state courts. Background paper examines criminal sentencing, both past and present.

Full Employment Program for the 1970's, A. Alan Gartner, William Lynch Jr., and Frank Riessman

(Eds.). Praeger Publishers, 111 4th Ave., New York, NY 10003. 1976. 144 pp. $4.95. Articles which deal with past and present employment policies and present alternative full employment policies for the future are given.

Group Home for Adolescent Girls, A: Practice and Research. Joseph L. Taylor, et al. Child Welfare League of America, Inc., 67 Irving Pl., New York, NY 10003. 1976. 125 pp. $4.95. Monograph presents findings of an outcome study of all girls who had completed a stay in the Girls' Residence of the Association for Jewish Children of Philadelphia between 1959 and 1969. The group home, its operation, and the treatment adolescent girls received there are examined.

Jails and Drug Treatment. Charles L. Newman and Barbara R. Price. Sage Library of Social Research, Vol. 36. Sage Publications, Inc., 275 S. Beverly Dr., Beverly Hills, CA 90212. 1977. 221 pp. $6.00 (paper). Research study identifies the range and variety of services available for drug-abusing inmates by examining a national sample of 118 jails. Authors examine present drug treatment programs in these jails and provide insight into the possible futures of such programs.

Management Consulting: A Guide to the Profession. M. Kubr (Ed.). International Labour Office, CH-1211 Geneva 22, Switzerland. 1976. 368 pp. $17.95. Nature, purpose, range, scope, and characteristics of management consulting are considered. Suggested procedures for handling assignments, training new consultants, and organizing consulting firms are discussed.

Managing Colleges and Universities by Objectives: A Concise Guide to Understanding and Implementing MBO in Higher Education. L. James Harvey. Ireland Educational Corporation, 1652 Groten Court, Wheaton, IL 60187. 1976. 115 pp. $6.95 (plus $1.00 postage and handling). Author presents information which helps the reader develop a current knowledge of management by objectives, understand how to implement MBO, and develop skills in writing objectives. The relationship between MBO and other theories of management is discussed.

"New Careers" Grows Older: A Perspective on the Paraprofessional Experience, 1965-1975. Robert Cohen. Johns Hopkins University Press, Baltimore, MD 21218. 1977. 132 pp. $9.50. "New Careers" program to train paraprofessionals in human service fields is examined. Outcome of this program, a summary of the program from 1965 to 1975, goals of the program, status, impact, and future directions for the program are discussed.

New Expectations for Fair Practice: Suggestions for Institutional Review. Elaine H. El-Khawas. American Council on Education, Office of Academic Affairs, 1 Dupont Cir. NW, Washington, DC 20036. 1976. 23 pp. Free (single copy). Author contends that colleges and universities may have become unresponsive to legitimate student needs. Ways in which institutions can rectify this and commit themselves to fair treatment of students and prospective students are discussed. Specific areas covered include official publications, admissions and recruitment, financial assistance, career counseling, and others.

Personnel Management of White-Collar Employees with Special Reference to Health, Social Welfare and Family Planning Workers. Donald J. Bogue and Stanley G. Hudson (Eds.). Community and Family Study Center, University of Chicago, 1411 E. 60th St., Chicago, IL 60637. 1976. 441 pp. $10.00. Reprints of articles on personnel management which have appeared in journals, monographs, and textbooks are included. Topics covered include job orientation and training, personnel planning, supervision of employees, and pay, promotion, and fringe benefits.

Perspectives on Career Guidance: An Administrator's View. S. Norman Feingold. A reprint from: *Peabody Journal of Education,* Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Twenty-two working guidelines for counselors are provided. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

Promises to Keep: The Continuing Crisis in the Education of Migrant Children. National Child Labor Com-

mittee, 145 E. 32nd St., New York, NY 10016. 1977. 55 pp. $2.50. Report advocates proper administration of Title I education programs for migrant children. Specific instances of lack of accountability, misuse of funds, and poor administration are cited in hopes that agencies responsible for these programs will take steps to improve them.

Rite of Passage: The Crisis of Youth's Transition from School to Work. National Child Labor Committee, 145 E. 32nd St., New York, NY 10016. 1976. 46 pp. $2.50. Report deals with youth employment and unemployment. Recommendations to improve the employment situation of youth are given.

School Consultation: Readings About Preventive Techniques for Pupil Personnel Workers. Joel Meyers, Roy Martin, and Irwin Hyman (Eds.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 348 pp. $14.95. Collection of readings presents an analysis of numerous school consultation techniques that are available to pupil personnel workers. Topics dealt with include psychoeducational diagnosis, behavior modification, mental health consultation, and organization development consultation.

Schools Where Parents Make a Difference. Don Davies (Ed.). Institute for Responsive Education, 704 Commonwealth Ave., Boston, MA 02215. 1976. 163 pp. $3.95. Eleven case studies are presented which show that parents, working with school people, can make a difference in education. Case studies include experiences in Crystal City, Texas, Hillsborough, California, Boston, Milwaukee, New York City, and other areas.

Setting the Record Straight: A Reply to Grubb and Lazerson. Kenneth B. Hoyt. Center for Vocational Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210. 1976. 16 pp. $1.00. Monograph presents remarks of Dr. Hoyt, first Director of the Office of Career Education, to the Second Career Education National Forum. Remarks attempt to correct perceptions of career education as presented in a published article by Grubb and Lazerson.

Sorting Machine, The: National Educational Policy Since 1945. Joel Spring. David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 309 pp. $4.95. Author contends that American educational policy has been influenced by American foreign policy, the interests of large corporations, and the interests of the federal government. These influences have combined to turn public schools into "sorting" devices, steering people into schools and jobs which are not always in the interests of the individual.

Sure Fail: The Art of Mismanagement. Raymond Dreyfack. William Morrow and Company, Inc., 105 Madison Ave., New York NY 10016. 1976. 156 pp. $6.95. Author discusses twenty-four most common mistakes in business. By presenting case histories of these mistakes and how each was rectified, he demonstrates how executives can avoid these same mistakes in their own firms.

Technophobia: Getting Out of the Technology Trap. Hal Hellman. J. B. Lippincott Company, E. Washington Sq., Philadelphia, PA 19105. 1976. 307 pp. $8.95. Author offers guidelines for determining differences between real and imaginary dangers of technology. Suggestions for living successfully within a technological society are given.

Telephone Marketing: How to Build Your Business by Telephone. Murray Roman. McGraw-Hill Book Company, Inc., 1221 Ave. of the Americas, New York, NY 10020. 1976. 218 pp. $16.50. Citing the fact that telephone marketing has proven to be from two to four times more effective than direct mail, the author has written a text which covers the range of applications, identifying the market, selecting salespeople, financial hints, and possible future telephone sales techniques.

Training and Experience Evaluation: A Practical Handbook for Evaluating Job Applications, Resumes, and Other Applicant Data. Wayne R. Porter, Edward L. Levine, and Abram Flory III. Personnel Services Organization, P.O. Box 27208, Tempe, AZ 85282. 1976. 72 pp. $7.95. Handbook covers topics of employee selection, employee measurements, and equal employment opportunity. It is intended as a guide for analysts, technicians, administrators, managers, and others involved in personnel selection.

Unconscious Conspiracy, The: Why Leaders Can't Lead. Warren Bennis. AMACOM, American Management Associations, 135 W. 50th St., New York, NY 10020. 1976. 176 pp. $9.95. The book deals with problems of current leadership. It focuses on decisive but dimly understood factors affecting organizations and their management. Author suggests remedies to problems encountered by those in leadership positions.

STUDENT AIDS

Academic Common Market, 1977, The. Southern Regional Education Board, 130 6th St. NW, Atlanta, GA 30313. 1977. 90 pp. $1.00. Arrangement whereby residents of certain states can attend selected out-of-state graduate programs without having to pay out-of-state tuition is detailed. Listings of eligible programs and institutions are given in each of twelve participating states. Academic Common Market state coordinators and their addresses are provided.

Announcement: NARC Research Priorities. National Association for Retarded Citizens, Research Department, 2709 Ave. E East, Arlington, TX 76011. 1976. 1 p. Free. Announcement gives details on areas of research supported by NARC and how to apply for research grants

Artists-in-Schools Program. National Endowment for the Arts, Program Information Office, (Mail Stop 550), 2401 E St. NW, Washington, DC 20506. 1976. 21 pp. Free. An explanation is provided of this grant program in which professional artists are placed in elementary and secondary schools to work and to demonstrate their disciplines. Eligibility, various artistic components included, grant amounts, selection procedures, and deadlines are given.

Awards. A reprint from: *1976 Official Register* American Society of Civil Engineers, 345 E. 47th St., New York, NY 10017. 1976. 33 pp. Free. Descriptions of all ASCE awards are given. Eligibility, application procedures, type of award (plaque, honorarium), and recent recipients are listed for each award.

Catalog of Federal Youth Programs. Lawrence Johnson and Associates, Inc., U.S. Department of Health, Education, and Welfare, Office of Human Development, Office of Youth Development, Division of Youth Activities. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 500 pp. $2.25. Catalog presents information on all federally-supported youth programs. Each entry includes program title, administering department, legal basis for program, its objectives, a description of the program, eligibility requirements for assistance from or participation in program, application process, and whom to contact for further information.

Chemistry Projects and Science Fairs: A Message to Students. Elbert C. Weaver. Manufacturing Chemists Association, 1825 Connecticut Ave. NW, Washington, DC 20009. 1976. 13 pp. Free (single copy). Steps to follow in preparing for science fair participation and whom to contact for more information are given. Samples of projects are included in the appendix.

Educational Scholarship Guide for Vietnam POW/MIA/KIA Dependents. Evelyn Grubb. Department of the Army. Available from: Evelyn Grubb, 1 Locksley Court, Silver Spring, MD 20904. 1977. 62 pp. Free (single copy; limited supply). Booklet provides information for dependents of persons killed, disabled, prisoners of war or missing in action while in military service during the Vietnam War who are interested in financial assistance while pursuing post-secondary education. State law provisions, V.A. educational benefits, private scholarships and grants, facts and forms of assistance in applying for financial aid, and a listing of further resources on financial assistance are included.

Foundation Annual Reports: What They Are and How to Use Them. Henry G. Russell (Ed.). Foundation Center, 888 7th Ave., New York, NY 10019. 1976. 47 pp. $2.00. Nature of information found in annual reports, how to use this information in seeking foundation grants, and glossary of terms used in foundation annual reports are presented. Purpose, publications, and services of the Foundation Center are discussed. Listing is given of U.S. foundation annual reports available on microfiche.

Grace Whiting Myers—Malcolm T. MacEachern Student Loan Fund: Information for Applicants. American Medical Record Association, Foundation of Re-

cord Education, 875 N. Michigan Ave., Suite 1850, Chicago, IL 60611. 1976. 1 p. Free. Loan programs for persons interested in careers as medical record administrators or medical record technicians are described. Terms of loan, eligibility for loan, and application procedures are given.

National Opera Institute. National Opera Institute, c/o J. F. Kennedy Center for the Performing Arts, Washington, DC 20566. 1977. Un-numbered. Free. The brochure briefly summarizes nature and purpose of the National Opera Institute. It outlines the grant programs of the Institute for young singers, allied professions, opera production, innovative projects, and inter-company projects.

New Directions in the Graduate Education of Minorities. Phillip Carey, et al. (Eds.). American Sociological Association, Minority Fellowship Program, 1722 N St. NW, Washington, DC 20036. 1976. 81 pp. Free (single copy). Booklet provides overview of this fellowship program for minority graduate students in sociology. Separate compendium presents abstracts on the research activities of a selected number of past and present recipients of these fellowships.

1977 Journalism Scholarship Guide and Directory of College Journalism Programs. The Newspaper Fund, Inc., P.O. Box 300, Princeton, NJ 08540. 1977. 110 pp. Free (single copy). Financial aid sources for college students who want to study journalism or communications in the spring and fall of 1977 are listed. Grant programs, loan programs, and information on journalism and communications courses offered at colleges and universities are included.

Profession With a Purpose: General Information Regarding Scholarships and Loans in Preparation for Jewish Community Center Work. National Jewish Welfare Board, 15 E. 26th St., New York, NY 10010. 1976. 5 pp. Free. Facts are provided about scholarship program to aid graduate and undergraduate students preparing for professional careers in Jewish community centers and YM and YWHA's. Criteria and conditions for selection, duration of scholarships; application procedure, and deadlines are detailed.

References on Sources of Financial Aid for Graduate Students. American Personnel and Guidance Association, Professional Information Services, 1607 New Hampshire Ave. NW, Washington, DC 20009. 1976. 2 pp. Free. Listing gives bibliographical information and price for current publications which deal with financial aid for graduate students. Associations and foundations which provide financial assistance to graduate students are also listed.

Scholarship Guide for the Greater St. Louis Area. B'nai B'rith and Center for Career Development. Group Guidance Program, 7730 Carondelet, Clayton, MO 63105. 1976. 29 pp. $1.00. Detailed information is provided on loans, B'nai B'rith scholarships and loans, industrial scholarships, and other Jewish-related scholarships in the Greater St. Louis area. Listings of local colleges and universities, St. Louis junior college district, U.S. Government scholarships and loans, Missouri state scholarships, cooperative or work-study education programs, and selected references are included.

Sigma Xi: Grants-in-Aid of Research. Sigma Xi, National Headquarters, 345 Whitney Ave., New Haven, CT 06511. 1976. 4 pp. Free. Information and application form for grants to promote scientific research are included. What grants generally cover and to whom priority is given in awarding grants are discussed.

Students Aids and BBCCS: A New Look at an Old Problem. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 25 pp. $1.00. Overview of student aid, including explanation of terms and types of student aid, is given. Role of BBCCS and recommendations for future involvement of BBCCS in student aid programs, policy formations, and publicity are discussed.

Toward a Better Understanding of the Epilepsies: 1976 Grants, Awards and Stipends. Epilepsy Foundation of America, Research and Training Institute, 1828 L St. NW, Washington, DC 20036. 1976. 2 pp. Free. The leaflet briefly explains grants, awards, and stipends available each year to students who are interested in exploring epilepsy. Eligibility requirements, duration of award, amount available, and application procedures and deadlines are included for all grants, awards, and stipends described.

Unmet Needs: Report on Student Financial Aid Problems from the College Entrance Examination Board Student Advisory Committee. College Entrance Examination Board, College Board Publication Orders, Box 2815, Princeton, NJ 08504. 1976. 74 pp. $2.00. This publication reports on a series of hearings at which students testified about their problems with financial aid. Recommendations to help solve these problems are presented.

Where to Look: A Sourcebook on Undergraduate Internships. Joy Hecht. American Association for Higher Education, Project NEXUS, 1 Dupont Cir. NW, Suite 780, Washington, DC 20036. 1976. 19 pp. $3.00. This handbook provides information on eleven statewide and two regional internship programs, and Urban Corps internships. Information on each internship includes eligibility, placement, duration, credit or salary provided, application procedure, and number of students placed. A separate section lists and describes internship directories.

White House Fellowships, The. President's Commission on White House Fellowships, 1900 E St. NW, Rm. 1308, Washington, DC 20415. 1976. 46 pp. Free. Information is given on this program for young people to work with governmental leaders. How the program operates, eligibility information, application procedures, and profiles of past fellows are provided.

AIDS FOR THE TEACHER

Aids to Media Selection for Students and Teachers. (Revised). Kathlyn J. Moses and Lois B. Watt (Compls.). U.S. Department of Health, Education, and Welfare, Office of Education. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 128 pp. $2.00. Selected lists of bibliographies and journals which review books, periodicals, and audiovisual materials of relevance for elementary and secondary school instructional programs are presented. Separate directory of publishers and an author-title index are included.

Books for You: A Booklist for Senior High Students. (Sixth Edition). Kenneth L. Donelson and Committee on the Senior High School Booklist (Compls.). National Council of Teachers of English, 1111 Kenyon Rd., Urbana, IL 61801. 1976. 482 pp. $2.95. Intended to aid the teacher and the student in locating suitable books for pleasure reading, this compilation categorizes books according to subject area. Mystery, adventure, science fiction, careers, politics, the law, and humanity are some of the areas included. Annotated listings include title, author, and publisher.

Educators Guide to Free Filmstrips. (Twenty-eighth Edition). Mary Foley Horkheimer and John C. Diffor (Eds.). Educators Progress Service, Inc., 214 Center St., Randolph, WI 53956. 1976. 168 pp. $10.00. Annotated listing of over 480 filmstrips, slides, and transparencies is provided. Materials are arranged alphabetically by title under subject areas. Subject areas include aerospace education, health and physical education, music, guidance, driver education, science, social problems, and others. Source and availability index, and Australian and Canadian availability indexes are provided.

Food: Where Nutrition, Politics and Culture Meet . . . An Activities Guide for Teachers. Deborah Katz and Mary T. Goodwin. Center for Science in the Public Interest, 1755 S St. NW, Washington, DC 20009. 1976. 214 pp. $4.50. Activities which relate in various ways to food are presented. Activities are intended for students of junior high school age through adulthood and include considerations of food-related topics, such as health and human behavior, ecology, economics, and growth and its limits.

Growing Free: Ways to Help Children Overcome Sex-Role Stereotypes. Monroe D. Cohen and Lucy Prete Martin (Eds.). Association for Childhood Education International, 3615 Wisconsin Ave. NW, Washington, DC 20016. 1976. 30 pp. $1.00. Reprints of articles which appeared in *Childhood Education* address topics, such as sex bias in children's books, non sexist resources for teachers, parents, and students, reinventing sex roles, and awareness of sex-stereotyping.

Guide for Evaluating Industry-Sponsored Educational Materials, A. National Association for Industry-Education Cooperation, 235 Hendricks Blvd., Buffalo, NY 14226. 1976. Un-numbered. 10 cents

(minimum order of 25). Rating scales are given to aid teachers and administrators in evaluating industry-sponsored educational materials, such as filmstrips, games, pamphlets, and reprinted articles. Material's objectives, ability range, content, utilization characteristics, presentation, and evaluation are analyzed.

Jewish Americans. American Library Association, Office for Library Service to the Disadvantaged, 50 E. Huron St., Chicago, IL 60611. 1976. Unnumbered. Free. Books which serve as sources of information on Jewish Americans are listed. Listings give type of reader for whom book is intended (i.e. children, young adult, or adult) and short description of book's content.

New Horizons in Reading: Proceedings of the Fifth IRA World Congress on Reading. John E. Merritt (Ed.). International Reading Association, Inc., 800 Barksdale Rd., Newark, DE 19711. 1976. 572 pp. $12.00. Formal presentations at this Congress have been organized into six sections by subject area. Subjects covered include concepts of reading, reading curriculum, writing systems, printed media, special problems and approaches in reading, and teaching standards.

Teacher's Round Table on Sex Education, A. Mary Susan Miller and Patricia Schiller. National Association of Independent Schools, 4 Liberty Sq., Boston, MA 02109. 1977. 132 pp. $6.00. Report presents findings of 1975 survey of independent schools on sex education in the curriculum. Sample courses and programs on sex education from over forty schools are given.

Undoing Sex Stereotypes—Research and Resources for Educators. Marcia Guttentag and Helen Bray. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1976. 342 pp. $5.95 (paper). Findings and results of field survey and intervention program which measured children's attitudes about sex roles and then attempted to change them toward non-stereotyped perspectives are reported. Resources for teachers are listed for early childhood, middle grades, and junior high school educators.

Whole Learning Catalog, The. Bruce Raskin (Ed.). Education Today Company, Inc., 530 University Ave., Palo Alto, CA 94301. 1976. 192 pp. $9.95. Catalog is intended as a resource book on educational materials and activities for children from elementary grades through junior high school. Suggested activities, teaching tools, descriptions of children's books and of activity resource books, and posters are included.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

Behavior Modification. Irving R. Dickman. Public Affairs Pamphlet No. 540. Available from: Public Affairs Committee, Inc., 381 Park Ave. S., New York, NY 10016. 1976. 28 pp. 35 cents. Author discusses contradictory views of behavior modification. What behavior modification is, how it can help people, its limitations, and possible misuses are included.

Communicating for Understanding: International Educational and Cultural Exchange. U.S. Department of State, Bureau of Educational and Cultural Affairs, Rm. 4821, Washington, DC 20520. 1976. 30 pp. Free. An overview and an explanation of the purposes of educational and cultural exchange programs are provided. Included in this publication are a summary of exchange opportunities, a listing of major cooperating agencies, a listing of boards, advisory groups, and commissions who help foster the exchange programs, and suggestions for the cooperation of private individuals, organizations, and communities.

Federal Funding of Postsecondary Education in the Thirteen Western States. Kent Weldon and David Makowski. Information and Analysis Service, Western Interstate Commission for Higher Education, P.O. Drawer P, Boulder, CO 80302. 1976. 17 pp. Free. Report presents findings of a study on the distribution of federal postsecondary education funds in the Western states. Disparities were found in nearly all federal programs between funds received by states and funds which would seem to be appropriate. Report is intended to help inform education community about potential funds and to encourage awareness of federal education programs in the West.

Financial Statistics of Institutions of Higher Education: Current Funds and Expenditures—1973-74, Summary Data. Paul F. Mertins and Norman J. Brandt. U.S. Department of Health, Education, and Welfare, National Center for Education Statistics, 400 Maryland Ave. SW, Washington, DC 20202. 1976. 26 pp. Free (single copy; limited supply). National totals of financial data in categories of current funds, revenues, and expenditures, physical plant assets, indebtedness on physical plant, and value and earnings of endowments are presented in chart form.

Jobs for Which a College Education Is Usually Required. U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. 1976. 18 pp. Free (single copy). Qualifications, training, and employment trends to 1985 are given for selected occupations listed in the *Occupational Outlook Handbook*. Service occupations, administrative occupations, health occupations, and social service occupations are some of the areas highlighted.

Jobs for Which Junior College, Technical Institute, or Other Specialized Training Is Usually Required. U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. 1976. 10 pp. Free (single copy). Highlights of job qualifications and employment trends for selected occupations from the *Occupational Outlook Handbook* are presented in chart form. Occupations listed include office occupations, service occupations, transportation, scientific and technical occupations, health occupations, and communications-related occupations.

Last Hired, First Fired: Layoffs and Civil Rights . . .A Report of the U.S. Commission on Civil Rights. U.S. Commission on Civil Rights, 1121 Vermont Ave. NW, Rm. 700, Washington, DC 20425. 1977. 89 pp. Free (single copy). Report examines the effects of the 1974-75 recession on equal employment opportunity for minority groups and women. Legality of layoffs by seniority and alternatives to existing layoff policies are considered.

National Report on College-Bound Seniors, 1975-76. Educational Testing Service, Admissions Testing Program, College Entrance Examination Board, 888 7th Ave., New York, NY 10019. 1976. 21 pp. Free. Summary of information from Admissions Testing Programs administered to 1975-76 high school seniors throughout the country is reported. Information presented includes background, test scores, college plans, skills and abilities, and finances.

1977-78 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning, and occupational information. Aids for counselors and parents, information relating to the handicapped and to rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

1976-77 Student Charges at State and Land-Grant Universities (Tuition, Required Fees, Room and Board). National Association of State Universities and Land-Grant Colleges, Office of Research and Information, 1 Dupont Cir. NW, Suite 710, Washington, DC 20036. 1976. 19 pp. Free. Pamphlet presents data on tuition, required fees, and room and board costs for undergraduate, graduate, and professional students at 135 institutions. Charts present summary of rises in student charges over the previous years.

"Toward a New Commitment to Education": College Entrance Examination Board Annual Report, 1975-1976. College Entrance Examination Board, 888 7th Ave., New York, NY 10019. 1976. 33 pp. Free. Report by Board President Sidney P. Marland Jr. is presented. Highlights of past year, including progress reports on programs and services, are provided.

Trends in Mental Health: Self-Destructive Behavior Among Younger Age Groups. Calvin J. Frederick. U.S. Department of Health, Education, and Welfare, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, National Institute of Mental Health, Public Inquiries Section, 5600 Fishers Lane, Rockville, MD 20852. 1976. 11 pp. Free. Author discusses methods of recognizing and responding to behavior in young people that can culminate in suicide. Ten preventive steps an adult can follow in dealing with a suicidal youngster are outlined.

Women in the Economy: Full Freedom of Choice. U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, DC

20210. 1976. 47 pp. Free. Booklet reports on a conference held in 1975 which dealt with the problems and opportunities of American women. Proceedings and conclusions of mini-conferences and luncheons are presented.

Women Workers Today. (Revised). U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, DC 20210. 1976. 10 pp. Free. Profile of present-day women workers is presented. Profile includes personal characteristics, employment characteristics, and the outlook for women workers.

ADULT EDUCATION AND THE AGING

Adult Work Skills and Knowledge: Selected Results from the First National Assessment of Career and Occupational Development. National Assessment of Educational Progress, 1860 Lincoln St., Suite 700, Denver, CO 80295. 1976. 70 pp. $1.50. Report presents findings of a study which examined work-related skills and knowledge of American adults ages 26-35. Variables examined include educational level, family income, type of community lived in, race, and sex.

Help Yourself to a Job: A Guide for Retirees. Dorothy Winter. Beacon Press, 25 Beacon St., Boston, MA 02108. 1976. 158 pp. $3.95. Author feels that automatic retirement at age 65 is a myth. Suggestions to help retirees determine the right jobs, ideas to combat age discrimination, and listings of agencies which help retirees find employment are provided. An explanation of Social Security rules is given.

Lifecycle Programming for Adults: A Manual and Guide. Lily Edelman. B'nai B'rith Program Department, 1640 Rhode Island Ave. NW, Washington, DC 20036. 1976. 47 pp. $1.50. Booklet presents guidelines for adult discussion groups, both Jewish and non-Jewish, on adult lifecycle. Lifecycle is divided into three periods: the younger years, the buffer years, and the older years. Each major lifecycle has its own individualized content. Included are programs for young marrieds, singles, parents and teens, the middle years, the young-olds, and the old-olds. Questions to be raised in discussion groups are listed for each lifecycle period. Goal of programs is to help individual participants examine their own situations, feelings, and dilemmas. Resource materials, most available free of charge, are listed in final section.

Manual for Jewish Family Living Programs, A: Models, Activities, Resources. Ferne Katleman and Selma Springer (Compls.). Jewish Centers Association, 5870 W. Olympic Blvd., Los Angeles, CA 90036. 1976. 174 pp. $7.50 (plus 50 cents postage and handling). Manual is intended to serve as a guide in developing Jewish Family Living programs for adults in organizations, agencies, or communities. Sections include planning for the program, sample programs, suggested methods, and resources.

Old Is What You Get: Dialogues on Aging by the Old and the Young. Ann Zane Shanks. Viking Press, 625 Madison Ave., New York, NY 10022. 1976. 110 pp. $10.00. This photographer-author explores the process of growing old through interviews with the elderly and with the young. Dialogue about death, grandparents, health, loneliness, and other concerns is illustrated by photographs of those who shared their feelings and thoughts on these subjects.

Retirement Communities: For Adults Only. Katherine McMillan Heintz. Center for Urban Policy Research, Rutgers University, Bldg. 4051-Kilmer Campus, New Brunswick, NJ 08903. 1976. 239 pp. $15.00. Concept of retirement communities is explained. Study shows that the obvious costs associated with age-segregated housing do not overwhelm the benefits which both the elderly residents and the host municipality enjoy. Author indicates that despite their physical segregation, residents of retirement communities are active and contributing participants in the daily activities of the larger communities.

Retirement Planning: A B'nai B'rith Program. B'nai B'rith Program Department, 1640 Rhode Island Ave. NW, Washington, DC 20036. 1976. Unnumbered. Free. Kit contains six programs designed to stimulate group discussions leading to action projects related to planning for retirement. Program topics are: consciousness-raising, physical fitness and health maintenance, psychological adjustment, income planning, second careers, and citizen action

and legislation. Checklists, questionnaires, and steps to follow in leading discussions are included. Kit is intended for use in both Jewish and non-Jewish discussion groups.

You and Your Aging Parent: The Modern Family's Guide to Emotional, Physical, and Financial Problems. Barbara Silverstone and Helen Kandel Hyman. Pantheon Books, Inc., 201 E. 50th St., New York, NY 10022. 1976. 335 pp. $10.00. Book is divided into two major sections: "Taking Stock" and "Taking Action." An overall review of the range of problems which may complicate life for the elderly themselves and for their children is presented in the first section. The second section analyzes available solutions to the problems discussed in the earlier chapters. Directories of essential services and a guide to specialized agencies and services are listed in the appendix.

HANDICAPPED AND REHABILITATION COUNSELING

Careers for the Homebound: Home Study Opportunities. President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: President's Committee on Employment of the Handicapped, Washington, DC 20210. 1976. Un-numbered. Free. This pamphlet provides information for counselors and homebound individuals interested in attaining their educational, vocational, and personal objectives. Lists of resources for homebound persons and counselors are given.

Competency-Based Instruction for Exceptional Children: A Modular Approach to Curriculum Development. Stanley A. Winters and Eunice W. Cox (Eds.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 143 pp. $12.50. Instructional modules which have been field-tested are presented to aid teachers of all categories of exceptional children. Objectives for each module, materials needed, and descriptions of activities engaged in are included.

Development, Management and Evaluation of Community Speech and Hearing Centers. C. Mitchell Carnell. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 133 pp. $12.75. Author provides a guide to those interested in establishing a community speech and hearing center. Information is also intended to aid administrators of existing centers. Fiscal management, records and reports procedures, community relations, and professional services are discussed.

Hyperactive Children: Diagnosis and Management. Daniel J. Safer and Richard P. Allen. University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 239 pp. $8.50. Monograph covers hyperactivity in children, pharmacalogical management of hyperactivity, and behavior management in the classroom and in the home. Evaluation tests and samples of clinical forms used in assessing and treating hyperactive children are presented.

Legal Rights of Persons with Epilepsy, The: A Survey of State Laws and Administrative Policies Relating to Persons with Epilepsy with a Special Section on Model Legislation, 1976 Edition. Epilepsy Foundation of America, 1828 L St. NW, Suite 406, Washington, DC 20036. 1976. 154 pp. Free (single copy). This guide presents summaries of state statutes and administrative policies relating to epilepsy. Recommendations for changes in these statutes and policies are also included. Existing policies are arranged by subject area, such as drivers' licenses, workers' compensation, and marriage, and are listed alphabetically by state.

Mainstreaming: Controversy and Consensus. Patrick A. O'Donnell and Robert H. Bradfield (Eds.). Academic Therapy Publications, 1539 4th St., San Rafael, CA 94901. 1976. 152 pp. $4.00. Articles examine various aspects of mainstreaming, channeling handicapped children into regular classes. The role of the courts in determining educational policies, effects of mainstreaming on handicapped children, assessment and placement of handicapped children, and directions for change in teacher training programs are some of the topics discussed.

Non-Vocal Communication Techniques and Aids for the Severely Physically Handicapped. Gregg C. Vanderheiden and Kate Grilley (Eds.). University Park Press, Chamber of Commerce Bldg., Baltimore,

MD 21202. 1976. 227 pp. $12.50. Articles, originally presented at the 1975 Trace Center National Workshop Series, cover topics such as problems involved in non-vocal communication, tools and techniques used in non-vocal communication, and results of these techniques.

Special Child in the Library, The. Barbara Holland Baskin and Karen H. Harris (Eds.). American Library Association, 50 E. Huron St., Chicago, IL 60611. 1976. 199 p. $9.00. Book of readings provides ideas and guidelines for implementing them to librarians who provide services to exceptional children. Structural environment of the library, selection of materials, redesigning library programs, and bibliotherapy are some of the topics covered.

THE COUNSELOR'S BOOKSHELF

American Jewish Year Book, 1977. Morris Fine and Milton Himmelfarb (Eds.). American Jewish Committee and Jewish Publication Society of America. Available from: American Jewish Committee, 165 E. 56th St., New York, NY 10022. 1976. 676 pp. $15.00. Events and significant trends in American and world Jewish life are presented. Population data for American and world Jewries, issues of concern to the American Jewish community, including an article on the movement for equal rights for women in American Jewry, listings of Jewish organizations and periodicals, and a Jewish calendar are included.

Career Development: Exploration and Commitment. Gordon A. Dudley and David V. Tiedeman. Accelerated Development Inc., P.O. Box 667, Muncie, IN 47305. 1977. 404 pp. $10.95. Authors provide a critical review of the Harvard Studies in Career Development. New directions in theory and research and implications of the latest trends in career development are presented.

Carl Rogers on Personal Power: Inner Strength and Its Revolutionary Impact. Carl Rogers. Delacorte Press, 1 Dag Hammarskjold Plaza, New York, NY 10017. 1977. 299 pp. $10.00. Through case histories and examples, author presents his views on personal power. Openness with oneself and others, sharing of power, self-understanding, acceptance, and caring are presented as keys to unlocking personal power.

Creative Marriage. Richard A. Hunt and Edward J. Rydman. Holbrook Press, Inc., 470 Atlantic Ave., Boston, MA 02210. 1976. 407 pp. $9.95 (paper). This book focuses on the continuing and changing relationship between one man and one woman and its impact on various aspects of their lives. Case studies, illustrative materials, and references are provided in each chapter.

Criminal Justice and the Victim. William F. McDonald (Ed.). Vol. VI, Sage Criminal Justice System Annuals. Sage Publications, Inc., 275 S. Beverly Dr., Beverly Hills, CA 90212. 1976. 288 pp. $7.50 (paper). Selections discuss the relationship between the victim and the criminal justice system. Contributors examine assumptions and practices which have been uncritically allowed to prevail in the American system of justice.

Dissolution: No-Fault Divorce, Marriage, and the Future of Women. Riane Tennenhaus Eisler. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1977. 279 pp. $4.95 (paper). The trend toward no-fault divorce, divorce where the guilt of neither party has to be established, is examined. Old and new laws which affect the traditional roles of women and men are also examined. A divorce checklist and recommendations for legal and social changes are included.

Ethical Standards Casebook. (Second Edition). Robert Callis (Ed.). American Personnel and Guidance Association, Publication Sales, 1607 New Hampshire Ave. NW, Washington, DC 20009. 1976. 110 pp. $3.75 (members); $5.00 (non-members). Fifty-six statements of ethical standards are given. For each statement, illustrations of behaviors in accord with the statement and not in accord with the statement are presented. Illustrations serve to clarify both ethical and unethical behaviors for counseling professionals.

Ethnic Information Sources of the United States. Paul Wasserman and Jean Morgan (Eds.). Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 751 pp. $45.00. Sections of this reference book are arranged alphabetically by ethnic group. Within each section information is provided under twenty-six headings, including embassy and consulates, profes-

sional organizations, cultural and educational organizations, books and pamphlets, and audiovisual materials.

Family in Today's Money World, The. (Second Edition). Frances Lomas Feldman. Family Service Association of America, 44 E. 23rd St., New York, NY 10010. 1976. 409 pp. $6.50 (paper). The economic world in which families presently operate, the effects of economic realities on families and on the family life cycle, and the goals and techniques of counseling in dealing with families with money problems are discussed. Case studies are cited to help illustrate author's convictions.

Fundamental Philosophy of the Counseling Profession. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 16 pp. $1.00. Article contains remarks delivered at the 14th Annual Conference Seminar on Student Counseling in Tokyo, Japan. Author discusses nine tenets basic to the counseling profession and several personal traits needed in order to be an effective counselor.

Growing Up Forgotten: A Review of Research and Programs Concerning Early Adolescence—A Report to the Ford Foundation. Joan Lipsitz. Lexington Books, D.C. Health and Company, 125 Spring St., Lexington, MA 02173. 1977. 267 pp. $16.00. Overviews of research on early adolescence and of social institutions which provide programs for early adolescents are presented. Social institutions considered include schools, service institutions for the handicapped adolescent, juvenile justice systems, and the family.

Guidance: A Behavioral Approach. Richard Hill Byrne. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1977. 386 pp. $11.95. This text is intended for use in introductory courses in guidance. Principles of guidance, an overview of the guidance movement, counselors' roles, and professional issues are considered.

Guidance in Today's Schools. (Third Edition). Donald G. Mortensen and Alan M. Schmuller. John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1976. 553 pp. $13.95. This text presents an overview of the field of guidance and its role in present educational systems. It is intended to aid those studying to be counselors and administrators and those who are already counselors and administrators.

I'm Radcliffe! Fly Me! The Seven Sisters and the Failure of Women's Education. Liva Baker. Macmillan Publishing Company, Inc., 866 3rd Ave., New York, NY 10022. 1976. 246 pp. $9.95. Brief histories of these seven women's colleges and an examination of their status today are provided. Author contends that these private women's schools may no longer be able to compete successfully with state- and public-supported universities unless basic changes are made.

Incomplete Guide to the Future, An. Willis W. Harman. *The Portable Stanford* series. Stanford Alumni Association, Stanford, CA 94305. 1976. 150 pp. $3.98. Dilemmas which face present and future societies and strategies for dealing with these dilemmas are presented. Problems of growth, work-roles, world distribution, and control are examined.

Jewish Woman, The: New Perspectives. Elizabeth Koltun (Ed.). Schocken Books, 200 Madison Ave., New York, NY 10016. 1976. 294 pp. $6.95. Essays consider the women's movement and its effect on Jewish women in particular. Contributors discuss altering tradition and custom without altering the rudiments of Jewish law to enable Jewish women to redefine their roles in light of present day attitudes.

Kivie Kaplan: A Legend in His Own Time. S. Norman Feingold and William B. Silverman (Eds.). Union of American Hebrew Congregations, 838 5th Ave., New York, NY 10021. 1976. 258 pp. $8.95. This collection of reminiscences pays tribute to a man who was a leader in the civil rights movement and in the Jewish community. Chapters recalling contributions Kaplan made are written by family members and friends, including Roy Wilkins, Edward W. Brooke, James Farmer, and Harry Golden.

Motivation: An Experimental Approach. Eva Dreikurs Ferguson. Holt, Rinehart and Winston, 383 Madison Ave., New York, NY 10017. 1976. 453 pp. $13.50. Intended as a text for undergraduate students, this

book presents motivational theory and research. Concepts of motivation are discussed and experiments for students to do are suggested.

Moving Up: Ethnic Succession in America. Daniel Elazar and Murray Friedman. Institute on Pluralism and Group Identity, American Jewish Committee, 165 E. 56th St., New York, NY 10022. 1976. 59 pp. $1.95. Ethnic succession, the process by which members of one ethnic group move up in a specific area to follow in the footsteps of another previously dominant ethnic group, is examined. Authors present a case history from the Philadelphia School System to facilitate this examination.

No More Dying: The Conquest of Aging and the Extension of Human Life. Joel Kurtzman and Phillip Gordon. J. P. Tarcher, Inc. Distributed by: Hawthorn Books, Inc., 260 Madison Ave., New York, NY 10016. 1976. 188 pp. $7.95. Authors examine recent developments in environment, inheritance, genetics, and medicine which support the possibility of increased longevity for men and women. Social implications of this increased longevity are considered.

Pink Collar Workers: Inside the World of Women's Work. Louise Kapp Howe. G. P. Putnam's Sons, 200 Madison Ave., New York, NY 10016. 1977. 301 pp. $8.95. Occupational segregation of women workers is examined. Through interviews, observations, and statistics, author presents the lot of women workers trapped in traditional roles, such as waitresses, beauticians, sales clerks, secretaries, hospital workers, and housewives.

Pre-Scription: A TA Look at Child Development. Ken Ernst. Celestial Arts, 231 Adrian Rd., Millbrae, CA 94030. 1976. 127 pp. $4.50. Author discusses how patterns of behavior, or "scripts," develop in children, how harmful "scripts" can be discovered and dealt with, and how children can be nurtured so as to prevent "scripting."

Primary Prevention in Drug Abuse: An Annotated Guide to the Literature. Louisa Messolonghites (Compl.). National Institute on Drug Abuse, 1400 Rockville Pike, Rm. 110, Rockville, MD 20852. 1977. 205 pp. Free (single copy). Guide presents annotated listings of literature and resources available to those who work in primary drug abuse prevention. Information sources, multimedia materials, and community action programs are some of the areas included.

Race, Color, and the Young Child. John E. Williams and J. Kenneth Morland. University of North Carolina Press, Chapel Hill, NC 27514. 1976. 360 pp. $12.95. Authors present research findings concerning the development of race and color concepts in young children. An analysis of these findings is given, and future directions for research are suggested.

Setting National Priorities: The Next Ten Years. Henry Owen and Charles L. Schultze (Eds.). The Brookings Institution, 1775 Massachusetts Ave. NW, Washington, DC 20036. 1976. 618 pp. $6.95 (paper). Essays on domestic and foreign policy and recommendations for future policy decisions are presented. Contributors address topics, such as energy and the environment, inflation, income security, and nuclear proliferation.

View From Another Closet: Exploring Bisexuality in Women. Janet Bode. Hawthorn Books, Inc., 260 Madison Ave., New York, NY 10016. 1976. 252 pp. $8.95. Author discusses bisexuality in women. Information presented has been gathered from questionnaire responses and from in-depth interviews.

Without Fear or Favor: Odyssey of a City Manager. LeRoy F. Harlow. Brigham Young University Press, 204 University Press Bldg., Provo, UT 84602. 1977. 350 pp. $11.95. An experienced city manager discusses challenges and pressures faced by those in local government. He encourages citizens to take action to improve local government and presents priorities for citizen action in the final chapter of this book.

Women and the American Economy: A Look to the 1980's—The American Assembly, Columbia University. Juanita M. Kreps (Ed.). Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 177 pp. $4.00. Selections were compiled as advance reading for participants in the American Assembly in the fall of 1975. Contributors consider the history of working women in America, current issues involving women workers, and questions about the future of women at work in America.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (Continuation of listing from last issue)

Alternative Higher Education: The Journal of Non-Traditional Studies. Human Sciences Press, 72 5th Ave., New York, NY 10011. Semi-annually. $6.95 per year (individuals, U.S.); $15.00 per year (institutions, U.S.); $8.95 per year (individuals, foreign); $17.00 per year (institutions, foreign).

Black Scholar, The: Journal of Black Studies and Research. Black World Foundation, P.O. Box 908, Sausalito, CA 94965. 10 issues. $12.00 per year.

College Board Review, The. College Entrance Examination Board, College Board Publication Orders, Box 2815, Princeton, NJ 08540. Quarterly. $5.00 per year (U.S. and possessions); $6.00 per year (foreign).

Communique: Newsletter of Intercultural Communications Programs. Intercultural Communications Network, 107 MIB, University of Pittsburgh, Pittsburgh, PA 15260. 6 issues. Free.

Concurrents. National Conference of Jewish Communal Service, 15 E. 26th St., Rm. 1302, New York, NY 10010. 3 issues. Free.

Education for Social Work, Jounal of. Council on Social Work Education, 345 E. 46th St., New York, NY 10017. 3 issues. Free (members only).

Family Coordinator, The: Journal of Education, Counseling and Services. National Council on Family Relations, 1219 University Ave. SE, Minneapolis, MN 55414. Quarterly. Free (members); $15.00 per year (non-members).

For Adults Only. North Carolina Department of Community Colleges, Division of Adult Services, Education Bldg., Rm. 174, Raleigh, NC 27611. Quarterly. Free.

Humanics News. American Humanics, 912 Baltimore Ave., Kansas City, MO 64105. Quarterly. Free.

Inside Yeshiva University. Yeshiva University, Department of Public Relations, 500 W. 185th St., New York, NY 10033. 19 issues. Free.

JWB Circle, The. National Jewish Welfare Board, 15 E. 26th St., New York, NY 10010. 7 issues. $3.00 per year.

Memo. National Institute of Senior Centers, National Council on the Aging, Inc., 1828 L St. NW, Washington, DC 20036. 10 issues. Free (members); $10.00 per year (non-members).

National Association for Women Deans, Administrators, and Counselors, Journal of The. National Association for Women Deans, Administrators, and Counselors, 1028 Connecticut Ave. NW, Suite 922, Washington, DC 20036. Quarterly. $8.50 per year (U.S.); $10.00 per year (foreign).

New Ways. Charles F. Kettering Foundation, 5335 Far Hills Ave., Dayton, OH 45429. Quarterly. Free.

Population and Development Review. The Population Council, 245 Park Ave., New York, NY 10017. Quarterly. Free.

Standard-Bearer, The. National Accreditation Council, 79 Madison Ave., New York, NY 10016. 3 issues. Free.

Tomorrow. Career Education Dissemination Project, Rensselaer-Columbia County BOCES, 1550 Schuurman Rd., Castleton, NY 12033. Monthly. Free.

Training and Development Journal. American Society for Training and Development, Subscription Dept., P.O. Box 5307, Madison, WI 53705. Monthly $10.00 of membership dues per year; $20.00 (non-members).

Washington Action Office Memo. Council of Jewish Federations and Welfare Funds, Inc., Washington Action Office, 201 Massachusetts Ave. NE, Suite 102, Washington, DC 20002. Bimonthly. Free.

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